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Note 1: Although publishing a Special Issue is very much a time-consuming and laborious process, a request for a Special Issue for Conferences is welcomed by AAM.

Note 2: In this document, by EiC is meant the Editor-in-Chief or his/her designee.

I. AAM Special Issue's Policies and Regulations

- 1. An AAM's Special Issue is not a standard Proceeding that contains abstracts and short papers often without being fully peer-reviewed. That is, publication of manuscripts in a Special Issue of AAM is subject to compliance of all contents of the following documents:
 - (i) AAM's Guide for Authors,
 - (ii) requirements in this policy, and
 - (iii) the agreement made between the requester of the Special Issue and the AAM.
- 2. Final decision for acceptance or rejection of a manuscript will be up to the EiC of AAM.
- 3. A minimum of 5 accepted articles by the EiC is required for a special issue to be published.
- 4. The maximum number for accepted articles by the EiC to be published in a special issue is 20.
- 5. There is a possibility that a special issue will not be published due to not enough articles being qualified to meet the minimum requirements for an issue. If the number of accepted articles after review is greater than 0, the authors have two choices:

- (i) they may submit their manuscripts to AAM for regular issue considerations, or
- (ii) withdraw their manuscripts.
- 6. The number of pages for an accepted article for publication should be between 10 and 15.
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II. Minimum requirements to be included in the agreement between the requester of the Special Issue and the AAM

- 1. A list of potential Guest Editors (at least 3 with names, affiliation institution and vitae).
- 2. Possible nominee for Guest Editors' Liaison to communicate with the EiC.
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- 4. Manuscripts submitted to the Guest Editors should not have been published previously nor be under consideration for publication elsewhere.
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- 12. Only manuscripts accepted by EiC will be candidates for publication.
- 13. The EiC reserves the right to contact an author for revising and addressing concerns comments.
- 14. It is the authors' responsibility to send the final version of his/her accepted manuscript formatted and publish-ready by the deadline given by EiC.
- 15. If the final publish-ready version of an accepted manuscript is not ready by the publication deadline, the article will not be published.